

Coding Change Orders in CCTS

SiteManager Change Order Type

Where to Code in CCTS

CN – Contingency Supplemental Agreement	Dollars should be coded under the Contract Change Order Information button. Days are granted by WOTA under a separate change order number and coded under the Contract Change Order Information button.
CO – Change Order	*** Do Not Use ***
EA – Time Extension Agreement	Code under the Contract Change Order Information button.
FA – Force Account	*** Do Not Use ***
HTEX – Holiday Time Extension/Special Events	Not coded in CCTS.
MPRT – Modifying Pay Item Participation	Not coded in CCTS.
SA – Supplemental Agreement	Dollars & days should be coded under the Contract Change Order Information button.
SPAD – Movement of Items Within Contract	Not coded in CCTS.
SPEC – Work Order for Specification Change Only	Not coded in CCTS.
UN – Unilateral Payment	Dollars & days should be coded under the Contract Change Order Information button.
WE – Weather Days Time Granted	Not coded in CCTS.
WOTA – Contingency Work Order Time Adjustment	Days are coded under the Contract Change Order Information button. Do not code dollars on this type of change order.